

Standing Operating Procedures (SOP)

HEAD COUNTER



Kansas Army National Guard

Revised 16 September 2014

**JFHQ-J4 (Logistics)
2737 SOUTH KANSAS AVENUE
TOPEKA, KANSAS 66611
APPROVED BY
MSG LARRY D.DEW
FOOD PROGRAM MANAGER**

SECTION 1: OVERVIEW

1. PURPOSE:

To consolidate information from various regulations, local command policies, establish and Consolidate procedures, policies, and forms to be used by the Food Service Officer (FSO) and the Food Operations Sergeant (FOS). This SOP is intended for use as a simplified guide for headcount procedures.

2. APPLICABILITY:

This SOP applies to each soldier detailed as headcounter at each dining facility, or field feeding site.

3. GENERAL:

- A. The U.S. Army dining facility/food service operation's primary function is to provide meals to enlisted personnel, who are entitled to be subsisted, without charge, at the Government's expense.
- B. When authorized by the commander to subsist in an enlisted dining facility; officers, AGR, foreign military, other military and civilian personnel may be allowed to purchase a meal.
- C. All diners must be routed through the headcounter station for accountability consuming food, such as a sandwich, putting food in bowls and consuming the contents, or consuming food or drink in any quantity will be considered as a meal consumed, and therefore must be accounted for on DA Form 5914 or by paying cash and signing the DD Form 1544, and utilizing DA Form 5914-R (Ration Control Sheet).

SECTION 2: GENERAL

- A. Change fund. Money collected during previous meals may be used for the purpose of making change; however, money scheduled for turn-in to the Finance Office/USP&FO will not be retained for the purposes of a change fund. The Food Service Officer/Food Operations Sergeant will ensure that all money and the DD Form 1544 are signed for on the DA Form 3546-R.
- B. The First Sergeant will ensure that the detailed headcounter reports to the dining facility at least 30 minutes prior to schedule serving time and the headcounter is released upon completion of duties.
- C. The FSO/FOS, or designated representative, will periodically spot-check the headcounter during the serving times to be certain that proper headcount procedures are being followed. Also that any money and forms are being safeguarded.

SECTION 3: DUTIES and RESPONSIBILITIES

1. The Unit Commander is responsible for the proper conduct and accounting for food, cash, and the food service operation. He/she will provide the following to the FOS:
 - A. Current roster of personnel authorized to subsist without reimbursement.
 - B. Current roster of personnel who are expected to pay cash for Government furnished meals.
 - C. A list of civilian personnel authorized to be subsisted.
2. The unit First Sergeant is responsible for maintaining a duty roster IAW AR 220-45, Para 5-9, and AR 30-22 for headcounter assignments.
3. The Food Service Officer is responsible for:
 - A. Reading and understanding this SOP, its intent, and that proper headcount procedures are being followed.
 - B. Completing the header blocks, and authenticate the sheet by signing, the DD Form 1544 **before** it is issued to the headcounter.
 - C. Ensuring that correct meal rates and charges are correct before signing DD Form 1544.
4. The Food Operations NCO is responsible for:
 - A. Ensuring headcounters perform their duties correctly and that DA Form 5914 and DD Form 1544 is maintained.
 - B. Direct supervision of the headcounter
 - C. Posting this SOP in the headcount folder
 - D. Completing the headings on all forms, except DD Form 1544, prior to issue to the headcounter. The Company Commander or Food Service Officer is responsible for completing necessary data before issuing the sheet to the headcounter.
 - E. Ensuring the headcounter's signature is recorded legibly on all forms.
 - F. Establishing a headcount station, and brief each headcounter on their responsibilities before the individual assumes headcount duties. This SOP will be used to brief the headcounter.

G. The FSO or FOS will ensure the headcounter is provided a “Headcount Folder” containing the following:

1. A copy of this SOP.
2. Current roster of personnel authorized to subsist without reimbursement.
3. Current roster of personnel who are expected to reimburse the Government for meals.
4. A list of civilian personnel authorized to be subsisted.
5. Proper forms and procedures to use in obtaining signatures and headcount data.

H. The headcounter will be provided sample, illustrated copies of:

| | |
|----------------|--|
| DD Form 2A | Identification Card |
| DD FORM 3546-R | Control Record for Dining Facility – DD Form 1544 |
| DD Form 1544 | Cash meal Payment Sheet (figure 3) |
| DA Form 3032 | Signature Headcount Sheet <u>(Emergency Use Only)</u> |

SECTION 4: HEADCOUNTER’S DUTIES

1. Report to unit’s responsible individual (usually the Supply Sergeant) to sign for DD Form 1544 (Cash Collection Sheet) and cash on DA Form 3546-R.
2. Report to the Food Operations NCO 30 minutes prior to posted, scheduled meal period to receive a briefing and to eat early.
3. Read this SOP thoroughly and comply with the instructions set forth, and contained herein, and any special instructions received from the FOS or FSO.
4. Reporting any and all violations of this SOP immediately to the FOS or FSO.
5. The headcounter will be a military individual in grade E-5, or above, detailed to the dining facility, and not a member of the food service section.
6. Additional duties, such as checking attire, maintaining order, etc., **WILL NOT** be assigned to the Head counter. This is the First Sergeant’s responsibility.
7. The headcounter is responsible for accurately accounting for each individual admitted to the dining facility for the purposes of consuming a meal. This may be accomplished by using a hand-held counter.
8. **DO NOT** count personnel paying cash for meals.
9. Check each individual’s DD Form 2A (ID Card) to verify the individual’s SSN, and their entitlement to be subsisted.
10. DA Form 3546-R – used to sign for the DD Form 1544 sheets and any cash.

11. DD Form 1544 (Cash Meal Payment Sheet)



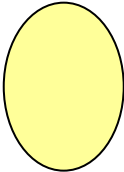
- A. Require the individual to legibly sign the DA Form 1544. Full first name, middle initial, last name and rank, as normally written shall be entered in the next blank line. If the signature cannot be easily read, then the diner must print his/her name clearly, then sign.
- B. All officers and AGR will reimburse (pay cash) for all meals at the standard rate. At the conclusion of the meal, the headcounter will sign the DD Form 1544, as illustrated in the example on the next unused line.
- C. Return the DD Form 1544 and all money collected to the individual you signed for the sheet from. Count all money and sheets to ensure that all Government money and sheets are accounted for. That individual shall sign for the money and forms from you.

19. DA Form 3032 (Signature Headcount Sheet)

- A. To be used if DD Form 1544s are not available, filled up and or emergency
- B. Used to record cash sales ILO DD Form 1544
- C. Used to record signatures of other branches of armed services

20. Examples and figures follow:

This is a sample of a military ID card. It is for instruction and reference purposes only. It is not to be reproduced in any shape or fashion.

| | | | | |
|---|---|--|-------------------------|------------------------------|
| ARMED FORCES OF THE UNITED STATES | | | | |
|  |  | | | |
| WHIPLASH, SNIDLEY P. ESQ | | <table border="1"> <tr> <td>Pay Grade W4</td> <td>Rank CW4</td> </tr> </table> | Pay Grade W4 | Rank CW4 |
| Pay Grade W4 | Rank CW4 | | | |
| 094UTNLKNV OSJPJPJo!_@#*_ (*#\$*^!#\$%&)&\$ _!@_(&)^&@)*\$^) @+!\$+)!@\$*_*(^ !#\$_*^%_!(@*@! \$@!_!@^_*^%_^^ |  | <table border="1"> <tr> <td>Issue Date 2005OCT05</td> </tr> <tr> <td>Expiration Date 2008OCT05</td> </tr> </table> | Issue Date 2005OCT05 | Expiration Date 2008OCT05 |
| Issue Date 2005OCT05 | | | | |
| Expiration Date 2008OCT05 | | | | |

GENEVA CONVENTION ID CARD

DD FORM 2 (RESERVE)

PROPERTY OF US GOVERNMENT

SIGNATURE HEADCOUNT SHEET

For use of this form see AR 30-1

1. Organization

2. Date yyyy/mm/dd

Breakfast

Brunch

SERVICE
COMPONENT

Permanent

Common Service

Lunch

Supper

(specify branch)

Dinner

MRE

ARNG

Transient

Reimbursement

FAO Action/Payroll Deduction

Other

No. 6. SIGNATURE

7. Meal Card
Number

6. SIGNATURE

7. Meal Card
Number

1 Cash Customer's Signature/last 4 of SSAN

\$3.25

25

2 One Line Entry for Cash

\$42.65

26

3

27

4

28

5

29

6

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7

31

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REMARKS:

This form is to be attached, as a supporting document for one-line entries, to the DD Form 1544 Cash Meal Payment Sheet, and to collect headcount data.

Headcounter – Signature & Rank

Food Operations NCO – Signature & Rank

| | | | | | | | | | | | | | | |
|--|-------------------------|---------------|--------------|---------------------|-----------|-----|--|-------------------------|--|----------------------------|---------|----|--------|----|
| CASH MEAL PAYMENT SHEET | | | | | | | | | | SERIAL NO. 77164 | | | | |
| To be completed when the Government is to be reimbursed for meals furnished. | | | | | | | | | | | | | | |
| ORGANIZATION OR DINING FACILITY | | | | | | | | INCLUSIVE DATES COVERED | | | | | | |
| HHC 967 Mess Kit Repair Bn Hot Skillet, LA | | | | | | | | FROM <i>1 Jan 07</i> | | THROUGH | | | | |
| FOOD CHARGES Standard | | | | SURCHARGES Discount | | | | PER DIEM SURCHARGES | | | | | | |
| B 2.00 | L 3.65 | D 3.65 | B 1.65 | L 3.15 | D 3.15 | B | L | D | | | | | | |
| BR 2.38 | DB | Other 2.38 | BR | DB | Other | BR | DB | Other | | | | | | |
| Grade | NAME | | DOLLAR VALUE | | | | Grade | NAME | | DOLLAR VALUE | | | | |
| | | | B | L | D | S/C | | | | B | L | D | S/C | |
| CW4 | <i>Teresa Domeier</i> | | | 3.25 | | | BALANCE BROUGHT FORWARD | | | | | | | |
| COL | <i>Steven Robertson</i> | | | 3.25 | | | | | | | | | | |
| SGT | <i>Bonnie Colt</i> | | | 3.25 | | | | | | | | | | |
| CW5 | <i>Harold B. Johnan</i> | | | 3.25 | | | | | | | | | | |
| 3 Oct | <i>Richard Barnes</i> | | MSG E-8 | | | | | | | | | | | |
| COL | <i>Stan Ralpheston</i> | | 1.60 | 3.25 | 3.25 | | | | | | | | | |
| CW4 | <i>Teresa Domeier</i> | | 1.60 | 3.25 | 3.25 | | | | | | | | | |
| CW5 | <i>Cooper Jackson</i> | | 1.60 | 3.25 | 3.25 | | | | | | | | | |
| SGT | <i>Bonnie Colt</i> | | 1.60 | | 3.25 | | | | | | | | | |
| CPT | <i>Thomas Brew</i> | | 1.60 | 3.25 | | | | | | | | | | |
| CW5 | <i>Sally Raphael</i> | | | 3.25 | 3.25 | | | | | | | | | |
| CPT | <i>Dudley Dooright</i> | | 6.40 | 9.75 | 9.75 | | | | | | | | | |
| | <i>by</i> | | SGT E-5 | | | | TOTAL | | | | \$ | \$ | \$ | \$ |
| | | | | | | | TOTAL CHARGES | | | | \$ FOOD | | \$ S/C | |
| | | | | | | | CASH OVER (SHORT) | | | | | | | |
| | | | | | | | CASH TURNED IN | | | | | | | |
| | | | | | | | REMARKS: <i>Line # 6-11 – MUTA 5, individuals paid in advance for meal eaten</i> <i>Line 13 – One-line entry for Det 1 Co A 967 Messkit Bn</i> | | | | | | | |
| TOTAL | | | \$ | \$ | \$ | \$ | | | | | | | | |
| SIGNATURE OF UNIT COMMANDER OR FOOD SERVICE OFFICER | | | | | | | SIGNATURE OF LAST OR ONLY HEADCOUNTER | | | | | | | |
| <i>CPT John T. Chance</i> | | | | | | | <i>SGT Rock Head Jr.</i> | | | | | | | |

Sheet is signed
before it can
be used



MEAL RATES

1 January - 31 December 2014

| | DISCOUNT | STANDARD |
|-----------|----------|----------|
| BREAKFAST | \$2.15 | \$2.55 |
| LUNCH | \$4.00 | \$6.65 |
| DINNER | \$4.00 | \$4.65 |
| HOLIDAY | \$6.55 | \$7.70 |

If you are in a Payroll Deduction (PD) status or you have been placed in a collection action as per Finance & Accounting Office action (FAO) you may be authorized to consume a meal without having to pay cash.

Your unit commander should have supplied a roster to this Dining Facility with your name on it stating that PD or FAO action has been initiated. If you are not on a roster, and cannot prove that you are on PD or FAO action you are expected to PAY CASH. These rates apply for ALL Officers, AGR, of any Military Branch, foreign or domestic, and civilian personnel during ALL IDT and AT periods, regardless where the food is cooked, served, consumed, or duty is performed.

If the Commander authorizes individuals to consume a contracted or catered meal who are required to pay for their meals, they must pay the contracted meal price.

POC is MSG LARRY D. DEW, KSARNG Food Program manager, and can be reached at (785) 274-1303 or 785-633-0918.